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OFFICE OF SECURITY WEEKLY STAFF MEETING

OS Conference Room

8 November 1973

1. Present were:



2. Pertinent Items of Interest:

a. QSI's

Mr. Osborn congratulated Mrs. [REDACTED] (all present) who received QSI's based upon the sustained excellence of their service to the Office. Mr. Osborn reiterated that in these times of reduced funds and cut backs in personnel, it is indeed a tribute to the dedication and conscientiousness of our employees when QSI's are awarded.

b. UGF Campaign

The Agency as a whole is experiencing problems in meeting its UGF goal this year and may fall considerably short of 100% by the end of the campaign. Mr. Osborn noted that he can understand why the generosity of employees may be somewhat dampened this year and that so long as everyone in the Office has been given the opportunity to contribute, he will be satisfied.

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c. Agency Visitation Days

The turn-out for the DD/M&S Family Visitation Day last Saturday was very good, and some 87 of those in attendance visited the OS Command Center. As a result, the Command Center will now be made a part of the regular tour for all future Family Visitation Days.

25X1A

d. ██████████s Hospitalization

25X1A

Mr. ██████████ reported that ██████████ continues to remain in the Intensive Care Unit at Arlington Hospital, and his condition is still listed as serious. However, his vital signs have been relatively stable for several days, and the attending physicians are taking an increasingly optimistic view toward his full recovery. 25X1A

e. Reassignments

25X1A

Mr. ██████████ announced that the following individuals have recently reported to Headquarters from overseas posts and are being reassigned as indicated:

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██████████ - Undetermined
██████████ - OSB
██████████ - OSB

f. Bomb Threat Briefings

25X1A

Representatives of the ██████████ were at Headquarters on Wednesday, 7 November, and briefed approximately 30 OS personnel on bomb search procedures. They indicated that to carry out a complete search of the Headquarters Building would take two months; however, from a practical standpoint, emphasis should be placed primarily on checking those areas of the compound that are most vulnerable and which, if damaged, would have the most adverse effect.

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g. Renovations to Reception Area

The main reception area is to be remodeled starting on Friday, 9 November. The receptionists will be temporarily relocated in the IRD reception area on the opposite side of the main lobby until the renovations are completed.

h. DDI

The DDI, Dr. Proctor, has issued instructions to DDI supervisors to administer verbal reprimands to all of their employees who were detected exiting the building with classified material during the "briefcase check" conducted recently.

i. Fitness Reports
25X1A

The revision of [REDACTED], which deals with Fitness Reports, has now been published and all Office supervisory personnel are urged to familiarize themselves with the new procedures. A Letter of Instruction will be disseminated soon providing further explanation and guidance in this matter.

j. PSI

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k. Technical Division

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██████████ has returned from his trip to ██████████ and 25X1A reported that everything went well. The Division currently has 14 of its personnel on various TDY assignments.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Minutes of OS Weekly Staff Meeting

FROM:

25X1A

Plans, Programs Branch

EXTENSION

NO.

5311

DATE

12 November 1973

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

AC/PPB

2.

DD/P&M

3.

D/Security

4.

DD/Security

5.

6.

7.

Mr. 25X1A

8.

9.

10.

11.

12.

13.

14.

15.

seen in draft

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